



**Family and Social Services
Administration (FSSA),
Bureau of Developmental Disabilities
Services (BDDS)
Request for Funds
BDDS RFF-15-001**

**Solicitation For:
Sheltered Workshop Transition Services (BDDS)**

Response Due Date: May 7th, 2015

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1. GENERAL INFORMATION AND REQUESTED SERVICES

This is a Request for Funding announcement (RFF) issued by the Family and Social Services Administration (FSSA) /Division of Disability and Rehabilitative Services (DDRS) /Bureau of Developmental Disabilities Services (BDDS).

This RFF is intended to publicize the availability of Grant opportunities for services described herein. Neither the issuance of this RFF nor the receipt of any responses thereto, shall create any obligation to the State of Indiana to make any award pursuant hereto. The award of any grant(s) as a result of this RFF shall be at the sole discretion of FSSA. Neither this RFF nor any response ("proposal") submitted hereto are to be construed as a legal offer.

1.1 Confidential Information

Potential respondents are advised that materials contained in proposals are subject to the Indiana Public Records Act, IC 5-14-3 *et seq.*, and after the grant is awarded may be viewed and/or copied by any member of the public, including news agencies and competitors. Potential respondents claiming a statutory exception to the Indiana Public Records Act must place all confidential documents in a sealed envelope clearly marked "Confidential" and must indicate on the outside of their proposal envelope that confidential materials are included and, in their cover letter, specify which statutory exception provision applies. The State reserves the right to make determinations of confidentiality. If the State does not agree that the information designated is confidential under one of the disclosure exceptions to the Public Records Act, it may either reject the proposal or discuss its interpretation of the allowable exceptions with the respondent. If agreement can be reached, the proposal will be considered. If agreement cannot be reached, the State will remove the proposal from consideration for award and return the proposal to the respondent upon request. The State will not determine price to be confidential information.

1.2 Compensation

FSSA/BDDS encourages respondents, in their responses to the RFF, to be as creative as possible regarding cost to the State, as cost efficiency for the State will be a consideration in determining whether a grant(s) will be awarded based on responses to the RFF.

1.3 Mandatory Respondent Requirements

Respondents must fulfill the following requirements to apply:

- Each respondent must be a currently approved BDDS Wavier provider and be serving a minimum of 50 participants in a facility-based setting.

- Respondents must have received at least a 3 year approval during their last BDDS re-approval process and may not have any outstanding corrective action plans with the BDDS at the time of award.
- Respondents must be able to demonstrate buy-in from a governing board and/or management entity to support the plans to move towards integrated employment as well as demonstrate the ability and willingness to continue with the work past the life of the contract. Respondents are required to provide a written statement from the governing board and/or management entity stipulating the philosophy behind the planned changes and the support provided by the governing structure of the Respondent to make such changes for the individuals' served. Details on the objectives of this RFF, including the concept of integrated employment, can be found in Section 1.10 RFF Objectives.

1.4 Terms

This agreement shall be for a period of ten (10) months commencing on August 1, 2015, and terminating on May 31, 2016.

1.5 Pre-Proposal Conference

A pre-proposal conference will be held **April 15, 2015, 2:00 pm Eastern Time in the Indiana Government Center South, conference room W451**. At this conference, potential respondents may ask questions about the RFF and the RFF process. Respondents are reminded that no answers issued verbally at the conference are binding on the State, and any information provided at the conference, unless it is later issued in writing, also is not binding on the State.

1.6 Questions

All inquiries related to the RFF are to be submitted electronically to Pashun Smith at pashun.smith@fssa.in.gov and are not to be directed to any other staff member of FSSA. Such action may disqualify respondent from further consideration for a grant as a result of this RFF. Questions must be received by **3:00 pm ET on April 16th, 2015**. Questions received after 3:00 p.m. may not be considered. Please keep questions brief and of high priority. Responses to all questions will be promptly prepared by BDDS and posted at <http://www.in.gov/fssa/ddrs/4965.htm>

1.7 Proposals

Respondents interested in providing these services to FSSA/BDDS should submit proposals in the following manner: **one original hard-copy (marked "Original")** and **one original CD-ROM (marked "Original")** containing one complete copy of the proposal, including the Transmittal Letter and other related documentation as

required in this RFF. The **original** CD-ROM will be considered the official response in evaluating responses for scoring and protest resolution.

Pashun Smith
Family and Social Services Administration
Bureau of Developmental Disabilities Services
402 W. Washington Street, W 453
Indianapolis, Indiana 46204

Email Address: Pashun.Smith@fssa.in.gov

Print copies must be assembled in the following manner:

1. Transmittal Letter (see section 2)
2. Respondent Information (Complete Attachment A)
3. Business and Technical Proposals (Complete Attachments C and E)
4. Cost Proposal (Complete Attachment D)

Proposals, CD-ROMs and hardcopies, must be received no later than 3:00 p.m. Eastern Time on May 7th, 2015. Proposals received after 3:00 p.m. will not be considered.

In the cover letter please indicate the principal contact for the proposal along with a telephone and fax number. **All proposals must have an e-mail address included.**

Hand-delivered solicitation responses: To facilitate weapons restrictions at Indiana Government Center North and Indiana Government Center South, as of **July 21, 2008**, the public must enter IGC buildings through a designated public entrance. The public entrance to Indiana Government Center South is located at 302 W. Washington St. (the eastern-most Washington St. entrance). This entrance will be equipped with metal detectors and screening devices monitored by Indiana State Police Capitol Police. Passing through the public entrance may take some time. Please be sure to take this information into consideration if your company plans to submit a solicitation response in person.

Shipped or mailed solicitation responses: United States Postal Express and Certified Mail are both delivered to the Government Center Central Mailroom, and not directly to the Bureau of Developmental Disabilities Services (BDDS). It is the responsibility of the Respondent to make sure that solicitation responses are received by the BDDS on or before the designated time and date. Late submissions will not be accepted. The BDDS clock is the official time for all solicitation submissions.

All proposal packages must be clearly marked **RFF Sheltered Workshop Transition Services, due April 7th, 2015, at 3:00 PM EST**. Any proposal received by the BDDS after the due date and time will not be considered. Any late proposals will be returned, unopened, to the Respondent upon request. All rejected proposals not

claimed within 30 days of the proposal due date will be destroyed.

1.8 Best and Final Offer

The State may request best and final offers from those Respondents determined by the State to be reasonably viable for contract award. However, the State reserves the right to award a contract on the basis of initial proposals received. Therefore, each proposal should contain the Respondent's best terms from a price and technical standpoint.

Following evaluation of the best and final offers the State may select offers that are most advantageous to the State, for final contract negotiations/execution considering the cost and the evaluation criteria in this RFF.

1.9 BDDS Overview

The BDDS provides services for individuals with developmental disabilities that enable them to live as independently as possible in their communities. BDDS assists individuals in receiving community supports and residential services using a person-centered plan to help determine which services are needed and who can best provide them. The BDDS currently provides supports to approximately 17,000 individuals through its two Medicaid Home and Community Based Services (HCBS) Waivers:

- The Family Supports Waiver (FSW) and
- The Community Integration and Habilitation Waiver (CIHW).

The purpose of these two waivers is to ensure that Hoosiers with disabilities receive services in integrated settings and realize the benefits of community living, including opportunities to seek employment and work in competitive integrated settings.

The State is interested in proactively supporting BDDS service providers in working towards a more inclusive model of care that enables individuals with disabilities more robust opportunities to seek employment and work in competitive and integrated settings.

1.10 RFF Objectives

The overall objective of this RFF is to find BDDS Waiver providers to support transformation of the organizational structures and service delivery models from facility-based to community-based service delivery models with a focus on community-based employment. The outcome will include, during the contracted period, the expectation that a targeted number of adults with intellectual disabilities and developmental disabilities (ID/DD) obtain individual integrated community-based employment for at least minimum wage or engage in self-employment with the same income level expectation. In general, respondents to this RFF will propose to transform their governance, organizational structure, business/fiscal models, and programmatic

practices to increase the delivery of integrated employment services and reduce the use of facility-based services while creating roadmaps for other BDDS providers to do the same.

Full details of the requested services may be found in the Scope of Work, Attachment B.

1.11 RFF Timeline

The following timeline is only an illustration of the RFF process. The dates associated with each step are not to be considered binding. Due to the unpredictable nature of the evaluation period, these dates are commonly subject to change.

March 27 th , 2015	RFF released to potential applicants
April 15 th , 2015	Pre-proposal Conference
April 16 th , 2015	RFF questions due
April 23 rd , 2015	RFF answers posted online
May 7 th , 2015	RFF proposals due by 3:00 EST
June 24 th , 2015 (Target Date)	Grant award notification

1.12 Funding

The total funding for BDDS Sheltered Workshop Transition services is approximately \$460,000 and is available for use through June 30th, 2016.

Innovative approaches beyond the core services specified by the Scope of Work may be proposed. All proposed activities must be sufficiently justified within the proposal. Funding of any proposed activities is subject to the availability of funding and the State's discretion.

Grantee will be reimbursed on an actual cost reimbursement basis for allowable costs. Specifically, staffing costs will be reimbursed on a unit rate basis (based on hourly wages and benefits and total staff time, in hours, allocated directly to this grant) and allowable non-staffing costs will be reimbursed on actual cost. Allowable costs are those that are directly associated with this program and are based on the Office of Management and Budget Circular A-87. The State will have final authority on what constitutes an allowable or non-allowable cost and the State reserves the right to disallow costs at its own discretion.

A detailed line item budget for the contract period must be included in the Proposal using Attachment D, Cost Proposal Template.

Potential respondents should develop a budget appropriate to their organization’s capabilities to deliver quality services. Shared costs must be appropriately allocated and response must include a written cost allocation plan for each shared cost.

Submitted budget amount is subject to review by the State and can be modified for those respondents selected to receive an award.

Funds awarded may be less than the stated amount. Grant awards for this program are subject to budgetary exigencies associated with the availability of Federal and State funding.

1.13 Application

Applicants must submit a proposal for the delivery of all services identified under Detailed Scope of Work, Attachment B.

There are several parts to the application. Respondents must use the appropriate template to use for completing each part of the proposal. Refer to the list of Attachments included with the RFF. All parts of the application must be included when submitting the proposal.

In responding to this RFF, Respondents should identify and discuss any problems that may arise in providing RFF services and offer solutions to resolve these problems. In addition, the FSSA/BDDS encourages all Respondents to display comprehensive and innovative techniques that provide the best outcomes for all stakeholders.

1.14 Attachment List

Attachment A	Respondent Information
Attachment B	Scope of Work
Attachment C	Technical Proposal
Attachment D	Cost Proposal
Attachment E	Business Proposal
Attachment F	Sample Grant Agreement

2. PROPOSAL PREPARATION INSTRUCTIONS

2.1 General

To facilitate the timely evaluation of proposals, a standard format for proposal submission has been developed and is described in this section. All Respondents are required to format their proposals in a manner consistent with the guidelines described below:

- Each item must be addressed in the Respondent's proposal.
- The Transmittal Letter must be in the form of a letter.
- The business and technical proposals must be submitted using the template and organized under the specific section titles as listed below.
- A complete proposal must include:
 - 1) the Transmittal Letter;
 - 2) completed respondent information form, attachment A;
 - 3) the Business Proposal, Attachment E;
 - 4) the Technical Proposal, Attachment C;
 - 5) the Cost Proposal, Attachment D;
 - 6) any attachments required by the preparation instructions

2.2 Transmittal Letter

The Transmittal Letter must address the following topics except those specifically identified as "optional."

2.2.1 Agreement With Requirements as Listed within the RFF

The Respondent must explicitly acknowledge understanding of the general information presented in an agreement with any requirements/conditions listed the RFF.

2.2.2 Summary of Ability and Desire to Supply the Required Services

The Transmittal Letter must briefly summarize the Respondent's ability to supply the requested services that meet the requirements defined in this RFF. The Respondent shall clearly state whether or not it meets all of the mandatory requirements listed in Section 1.3. The letter must also contain a statement indicating the Respondent's willingness to provide the requested services subject to the terms and conditions set forth in the RFF including, but not limited to, the State's mandatory grant agreement clauses.

2.2.3 Signature of Authorized Representative

A person authorized to commit the Respondent to its representations and who can certify that the information offered in the proposal meets all general conditions must sign the Transmittal Letter. In the

Transmittal Letter, please indicate the principal contact for the proposal along with an address, telephone and fax number as well as an e-mail address, if that contact is different from the individual authorized for signature.

2.2.4 Respondent Notification

Include the name, mailing address, telephone number, fax number and e-mail address of the Respondent's point-of-contact for this proposal. Respondents will be advised of the outcome of the RFF process and notice of award via e-mail.

It is the Respondent's obligation to notify BDDS of any changes in contact information that may have occurred since the origination of this solicitation. BDDS will not be held responsible for incorrect respondent addresses.

2.2.5 Other Information

This item is optional. Any other information the Respondent may wish to briefly summarize will be acceptable.

2.3 Business Proposal

The Business Proposal must include a Table of Contents, be continuously paginated, and address the following topics except those specifically identified as "optional." and must follow the template found in **Attachment E**.

2.3.1 General (Optional)

This section of the business proposal may be used to introduce or summarize any information the Respondent deems relevant or important to the State's successful acquisition of services requested in this RFF.

2.3.2 Respondent's Organizational Structure

The legal form of the Respondent's business organization, the state in which formed (accompanied by a certificate of authority), the types of business ventures in which the organization is involved, and a chart of the organization are to be included in this section.

2.3.3 Respondent's Financial Information

This section must include the Respondent's financial statement, including an income statement and balance sheet, or audit results for each of the two most recently completed fiscal years. The financial statements /audits must demonstrate the Respondent's financial stability.

2.3.4 Respondent Executive

This section must include the name(s) and contact information of Respondent Executives who are responsible for the contract and who will serve as points of escalation for the State should areas of concern arise.

2.3.5 Integrity of Company Structure and Financial Reporting

This section must include a statement indicating that the CEO and/or CFO has taken personal responsibility for the thoroughness and correctness of any/all financial information supplied with this proposal.

2.3.6 Grant Terms/Clauses

A sample agreement that the state expects to execute with the successful Respondent(s) is provided in Attachment F. All clauses in this contract are mandatory and non-negotiable. It is the State's expectation that the final grant agreement will be substantially similar to the sample provided in Attachment F.

The Transmittal Letter requires your acknowledgement and acceptance of the mandatory grant terms. In this section of the Business proposal, please review the grant agreement and indicate your acceptance of the clauses. If you require additional grant terms please include them in this section. To reiterate, it is the State's strong desire to not deviate from the grant agreement provided in the attachment and as such the State reserves the right to reject any and all of these requested changes.

Any or all portions of this RFF and any or all portions of the Respondents response will be incorporated as part of the final grant agreement.

2.3.7 References

The Respondent must include three (3) references. References must be from clients for whom the Respondent has provided services that are the same or similar to those services requested in this RFF. Information provided should include the name, address, and telephone number of the client facility, the name, title, and phone/fax numbers of a person who may be contacted for further information, the types of services provided and the dates such services were provided.

2.3.8 Registration to do Business

If awarded the contract, the Respondent will be required to be registered, and be in good standing, with the Secretary of State. The registration requirement is applicable to all limited liability partnerships, limited partnerships, corporations, S-corporations, nonprofit corporations and limited liability companies. The Respondent must indicate the status of registration, if applicable, in this section of the proposal.

2.3.9 Subgrantees

The Respondent is responsible for the performance of any obligations that may result from this RFF, and shall not be relieved by the non-performance of any subgrantee. Any subgrantee agreements entered into by the Respondent must be in compliance with all State statutes, and will be subject to the provisions thereof. For each portion of the proposed services to be provided by a subgrantee, the technical proposal

must include the identification of the functions to be provided by the subgrantee and the subgrantee's related qualifications and experience.

The combined qualifications and experience of the Respondent and any or all subgrantees will be considered in the State's evaluation. The Respondent must furnish information to the State as to the amount of the subgrant, the qualifications of the subgrantee for guaranteeing performance, and any other data that may be required by the State. All subgrants held by the Respondent must be made available upon request for inspection and examination by appropriate State officials, and such relationships must meet with the approval of the State.

The Respondent must list each subgrantee's name, address and the state where required products or services are being performed or executed. The Respondent must also include the subgrantee's responsibilities under the proposal, anticipated dollar amount for subgrant, the subgrantee's form of organization, and an indication from the subgrantees of a willingness to carry out these responsibilities. This assurance in no way relieves the Respondent of any responsibilities in responding to this RFF or in completing the commitments documented in the proposal.

2.3.10 Experience Serving State Governments

Each Respondent is asked to provide a brief description of its company's experience in serving state governments and/or quasi-governmental accounts.

2.4 Technical Proposal

The Technical Proposal must have a Table of Contents, be continuously paginated, and follow the template in **Attachment C**.

The Technical Proposal should include each point of every section in of the detailed Scope of Work, **Attachment B**, and be addressed in order of the attachment. RFF language should not be simply repeated within the response as evidence of understanding or capability. Where appropriate, supporting documentation may be included in the appendix and referenced by a clearly understandable page and paragraph number. However, when this is done, the body of the technical proposal must contain a meaningful summary of the referenced material. Any referenced documents must be included as an appendix ("Reference Documents") to the technical proposal with referenced sections clearly marked. Multiple references or multiple documents must be listed and organized for ease of use by the State.

2.5 Cost Proposal

The Cost Proposal Template is Attachment D. Respondents must use the template in **Attachment D** to provide costs for the services proposed by the Respondent for this RFF.

3. PROPOSAL EVALUATION

3.1 Proposal Evaluation Procedure

The State has selected a team to act as a proposal evaluation team. The team will be responsible for evaluating proposals with regard to compliance with RFF requirements. All evaluation personnel will use the evaluation criteria stated in Section 3.2.

The State reserves the right to request oral presentations from respondents as deemed necessary.

The procedure for evaluating the proposals against the evaluation criteria will be as follows:

3.1.1 Adherence to Requirements

Each proposal will be evaluated for adherence to requirements on a pass/fail basis. Proposals that are incomplete or otherwise do not conform to proposal submission requirements (format) may be eliminated from consideration.

3.1.2 Categories

Each proposal will be evaluated on the basis of the categories included in Section 3.2. A point score has been established for each category.

3.1.3 Further Action

Based on the results of this evaluation, the qualifying proposals determined to be the most advantageous to the State, taking into account all of the evaluation factors, may be selected for further action, such as contract negotiations. If, however, if the State decides that no proposals are sufficiently advantageous to the State, the State may take whatever further action is deemed necessary to fulfill its needs. If, for any reason, a proposal is selected and it is not possible to consummate a grant with the Respondent, the State may begin contract preparation with the next qualified Respondent or determine that no such alternate proposal exists.

3.2 Evaluation Criteria

Proposals will be evaluated based upon the proven ability of the Respondent to satisfy the requirements of the RFF in a cost-effective manner. Each of the evaluation criteria categories is described below with a brief explanation of the basis for evaluation in that category. The points associated with each category are indicated following the category name (total maximum points = 100).

Summary of Evaluation Criteria:

Criteria	Points
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1. Adherence to Mandatory Requirements	Pass/Fail
2. Business Proposal	10 points
3. Technical Proposal	75 points
4. Cost (Cost Proposal)	15 points
Total	100 points

Each section will be evaluated based on:

1. The Respondent's demonstration of its understanding of the requirement(s) and how the requirements will be implemented;
2. The Respondent's demonstration of experience and expertise in implementing the requirement(s);
3. The Respondent's demonstration of the value-added by its solution and/or methodology of fulfilling the requirement(s).

The Secretary of FSSA or his designee will, in the exercise of their sole discretion, determine which proposal(s) offer the best means of servicing the interests of the State. The exercise of this discretion will be final.